**Expression of Interest (EOI) application form:**

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| Data Protection and Consent Statement: | | | |
| Welthungerhilfe collects basic personal information on CSOs (CBOs, CSGs, NGOs, and SP/APs) for the purpose of the partnership pre-engagement process and (subsequent) cooperation. In this context, Welthungerhilfe considers that – to ensure adequate project work quality and live up to its obligations towards institutional and other donors – it is in its legitimate interest to process the personal data collected from these CSOs.  Personal data collected during the pre-engagement process includes contact details of an assessed CSO’s representative (full name, position, telephone/mobile number, email) and of other individuals providing references (name, organization, telephone/mobile number, email).  Welthungerhilfe stores this personal data in the country office in charge of the pre-selection and partnership process, as well as in Welthungerhilfe central IT systems located in Europe and managed by Welthungerhilfe headquarters located in Bonn, Germany.  Welthungerhilfe keeps the personal data no longer than 10 years after the pre-engagement process or 10 years after the end of the partnership agreement, where applicable.  Welthungerhilfe’s data protection officer can be contacted for any requests related to data protection at the following email address: [datenschutz@welthungerhilfe.de](mailto:datenschutz@welthungerhilfe.de).  I (please insert your full name, and Position:………………………………………………………………..), The data owner who filled out this expression of interest (EOI) form, consent to WHH sharing and processing the data that I provided about our organization in this application. | | | |
| Introduction: | | | |
| Organization Name: |  | | |
| Basic information | HQ’s Physical address: | | |
| Phone number: | | |
| Email: | | |
| Website (if applicable): | | |
| Contact person's full name: | | |
| Position of contact person: | | |
| Date of foundation: | | |
| The legal status of the organization:  Registered in Türkiye (if applicable): on ………… at …………. renewed …………. | | |
| Geographical Presence: | Number of offices in Türkiye (with full addresses): | | |
| Number of staff based in Türkiye disaggregated by location (Office): | | |
| The targeted Geographic Areas by your organization (District and sub-district): |  | | |
| Areas of Expertise: (you may select as many as needed and insert others, and please insert years of experience between the parentheses): | |  |  | | --- | --- | | Food Security and Livelihoods (FSL)  Emergency Response (Cash Distribution) (......... Years)  WASH (...... Years)  Agriculture (...... Years)  Women Empowerment (...... Years)  Other: ....................(...... Years) | Integrated Protection (...... Years)  Nutrition (...... Years)  Economic recovery (......... Years) | | | |
| 1. Are you currently implementing any projects or activities funded by the BMZ, GIZ, GFFO, UN, BHA, ECHO, etc.? If yes, please provide details (in brief): 2. Please list the primary funding sources in the last 3 years (amount, duration of the grant, and name of donor): | | | |
| Annual budget for the last 3 years (USD): | **2024:** |  |
| **2023:** |  |
| **2022:** |  |
| Organizational profile: (Total: 400-500 words - 100-150 words for each question) | | | |
| 1. Please give a short description of organizational structure (like type of organization, statutes): 2. Please describe the mission and vision of your organization: 3. Please summarize your organization's strategy for the next three years: 4. Please list the 5 adjectives you think best describe your organization: | | | |
| Fitness for the Project  Your answers in this section should be a maximum of 300 words. | | | |
| What is your motivation for applying for this call and what are your expectations from the partnership with Welthungerhilfe? | | | |
| Within the scope of your project idea, in which areas do you plan to carry out work as specified by WHH in the call for applications? Please tick all relevant areas:  Livestock Health and Shelter Rehabilitation Support to Micro, Small, and Medium Enterprises (MSMEs)   Community-Based Economic Recovery and Resilience  Gender-Inclusive and Refugee-Host Integrated Programming  Coordination with Local Authorities (e.g., Directorate of Agriculture)  Please indicate if different areas are not included in the call text, but that you find relevant to the call, and that you plan to work on:  Other Relevant Areas: ....................................... | | | |
| How do you believe you can contribute to the region and the project as a result of co-operation with WHH in the areas mentioned above? | | | |
| Please describe your project idea *(project purpose, approximate budget, target group, duration and locations, itemized project activities, etc.).* | | | |
| Financial Management: (Total 500 words - 250 words for each question) | | | |
| 1. Financial Management and Compliance: Please describe your organization's financial management systems, including the use of accounting standards or software, payment methods (e.g., bank transfers), compliance with regulations, and processes for ensuring transparency, security, and audit readiness. 2. Financial Planning and Sustainability: How does your organization handle financial planning, project-specific accounting, and funding management, including your ability to manage diverse funds, secure financing for key personnel, and ensure long-term sustainability? | | | |
| Grant Management: (Total: 550 words) | | | |
| 1. Grant Management Systems: What systems and tools does your organization use to manage grants throughout their lifecycle? (200-250 words) 2. Experience with Donor-Funded Projects: Provide details of your organization’s experience in managing donor-funded projects, including how you ensure compliance with donor requirements and timely reporting of both financial and narrative information. (200-250 words) 3. Is your organization able to contribute its own funds to donor-funded or jointly funded projects? If yes, please specify the extent and conditions of your contribution. (100 words) | | | |
| Procurement and Logistics: (Total 500 words - 300 words for each part) | | | |
| 1. Procurement and Logistics Systems: (300 words) 2. Describe your organization's procurement processes, including the use of procurement plans, compliance with donor regulations, and methods for screening and monitoring suppliers. 3. How do you document and manage procurement activities to ensure transparency and auditability? | | | |
| 1. Asset and Inventory Management: (300 words) 2. How does your organization manage inventory, stock, and assets, including tracking, monitoring, and compliance with warehousing and distribution protocols? 3. What systems are in place to handle emergency procurement and stock management during crises? | | | |
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| Program and Project Management: | | | | | |
| 1. Project Lifecycle Management: Describe your organization’s process for planning, implementing, and closing projects. How do you ensure alignment with objectives and manage risks during the project lifecycle? (300 words) | | | | | |
| 1. Program presence (Current projects) in Türkiye:   *List your current activities and projects. If there are projects about to start, you can add them. (You may insert as many rows as needed)* (Total: 500 words) | | | | | |
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| Project Title | **Sentences describing the project** | **Sector/Activities** | **City(s)** | **Donor and Available Funding ($)** | **Start and end dates** |
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| 1. Program experience (previous projects) in Türkiye:   *List your previous program and project experiences in the last two years. (You may insert as many rows as needed) (Please mention most significant funding you have received in the past two years)* (Total: 500 words) | | | | | |
| Project Title: | **A sentence describing the project** | **Sector/Activities** | **City(s)** | **Donor and Available Funding (€)** | **Start and end dates** |
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| HR management, employee, and volunteer information: (Total: 400-500 words - 100-150 words for each question) |
| HR management:   1. What key policies and practices does your organization follow for recruitment, onboarding, performance management, compliance with labor laws, and volunteer management? please describe. 2. How does your organization ensure diversity and inclusion regarding gender, age, and disability in its workforce? 3. What HR technology or software does your organization use to manage employee data and improve efficiency? 4. What strategies do you use to retain staff, reduce turnover, and provide capacity-building opportunities? |
| Monitoring, Evaluation, Accountability, and Learning: (Total: 500-900 words) |
| 1. MEAL Systems and Practices: (200-250 words) 2. Describe the monitoring and evaluation (M&E) system, methodologies, and tools your organization uses to track project performance. 3. How does your organization ensure data quality and reliability in M&E processes? 4. What methods do you use for real-time monitoring, and how do you integrate findings into program adjustments? 5. Does your organization have a centralized data management system for MEAL (e.g., CommCare, Kobo Toolbox, Power BI)? If so, please describe its use. 6. Beneficiary Feedback and Accountability: (150-200 words) 7. What mechanisms does your organization have in place to collect, analyze, and respond to beneficiary feedback? 8. How do you ensure two-way communication with affected populations to promote their participation in decision-making? 9. What measures do you implement to enhance transparency and ensure accountability to affected populations (AAP)? 10. Do you have a formal Complaints and Feedback Mechanism (CFM)? If yes, please describe its structure and accessibility for beneficiaries. 11. Quality Assurance and Impact Assessment (150-200 words) 12. What processes does your organization use to ensure the quality and effectiveness of project implementation? 13. How do you assess the long-term impact of your interventions on beneficiaries and communities? 14. Which evaluation methodologies (e.g., baseline, midline, endline studies, impact evaluations) does your organization use to measure project outcomes? 15. Do you follow any international MEAL standards or frameworks (e.g., CHS, SPHERE, OECD-DAC)? 16. Learning Processes and Knowledge Retention: (100-150 words) 17. How does your organization document lessons learned, and what mechanisms are in place to integrate them into future projects? 18. Does your organization conduct after-action reviews (AARs), learning workshops, or other structured reflection activities? 19. How do you share MEAL findings internally and externally (e.g., reports, learning briefs, newsletters)? 20. How do you ensure institutional memory is retained, particularly when staff turnover occurs? 21. Research and Studies: (150 Words) 22. Does your organization conduct or participate in research, assessments, or studies to inform program design and implementation? If so, please describe key research initiatives and their impact on decision-making. |
| Safety, security, and access: (Total: 300 words) |
| 1. Safety and Security Management: 500 Words. 2. Does your organization have a regularly updated security management system, including security policies, crisis management plans, and standard operating procedures (SOPs) for various safety and security situations? 3. How are these communicated and rehearsed with staff? 4. Risk Assessment and Mitigation: 400 words 5. How does your organization integrate safety and security aspects into program planning and implementation? 6. What measures, including budgeting and risk mitigation strategies, are in place to ensure the safety of staff, beneficiaries, and assets during project execution? |
| Challenges and contingency planning: (Total: 300 words) |
| 1. What are the main challenges your organization is facing and what are your contingency plans: |
| Please List your policies and SOPs actively used below: |
| Examples:   * Code of Conduct * Child Protection Policy * Prevention of Sexual Exploitation and Abuse (PSEA) Policy * Anti-Fraud and Anti-Corruption Policy * Conflict of Interest Policy * Financial Management Policy * Procurement Policy * Complaints and Feedback Mechanism Policy * Safety and Security Policy * Data Protection and Confidentiality Policy * Other…. |
| Cooperation: (Total: 300-400 words) |
| 1. Are there any networks that your organization is a member of? (Working groups (Clusters) and coordination bodies your organization is a member of) |
| 1. Did you participate in any organizational and/or capacity assessment(s) with an international NGO or a UN organization/technical agency within the last two years? Did you do the Core Humanitarian Standard (CHS) self-assessment? If yes, please be informed that you will be required to share the assessment report if WHH decides to move forward with the second stage of the application process. |
| If you have anything else you would like to share with us, this space is yours. (Total: 300 words) |
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|  |
| Name, Surname:  Date Submitted:  Signature and stamp: |

* + Please share the file as both a signed PDF and a Word document for the review process. Additionally, be sure to sign each page of the PDF. Thank you for your cooperation.